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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Deputy Director of Training (General)

DATE: 6 November 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 31 October - 6 November 1952

I. Outstanding Achievements

1. None.

II. Developmental Plans

1. Project 51-3, Summer Seminar on the Near East. The reports representing a series of individual evaluations of the curriculum and the other elements of the training program for the Summer Seminar have been received together with certified true copies of certificates of satisfactory completion of the course and credit hours awarded. The reports will be reviewed, summarized, made available to interested divisions within O/TR, to the Policy Division of I&S and to the Cover and Security Officer of the DD/P complex. The certificates of completion will be forwarded to the Registrar for training record purposes and to the Office of Personnel for inclusion in the official personnel folder of each participant.
2. Project 52-18, Training for New Personnel. In process of reviewing curriculum for the Basic Intelligence Course in order to make possible recommendations on it to the D/TR and the Chief, IT/D. This date the new definition of professional personnel has been received from the Professional Selection Panel and will be used in the drafting of the final edition of a proposed CIA regulation covering the training of new professional personnel of the Agency.
3. Project 52-22, Chinese Language Project. FDD has advised us that they have been evaluating the Chinese language texts that we have been forwarding to them and will be prepared to submit an overall report on them when they have all been received. The CIA Library has been requested to cancel our request for any texts that might be out of print and to expedite the requisition of the remainder of our order for certain Chinese language texts.
4. Project 52-36, Language Reference Materials. [REDACTED] advises that 25X1A9a a memorandum from George Carey of O/O on O/TR's proposal is expected this week. The meeting of representatives of the IAC agencies to consider the proposals will probably be next week. The DD/TR(G) will discuss this item with the DAD/OO this date with a view toward obtaining official O/O concurrence prior to the IAC meeting.
5. Project 52-43, Agency Training Requirements. S/PP now analyzing and collating requirements of the various offices for training in FY 53 and 54, in order to review present programs offered and to make possible recommendations for new programs, plans, and policies.

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 2 NO CHANGE
IN CLASS/ DECLASS/ CHANGES CHANGED TO: IS S [REDACTED] RET. JUST. 22
NEXT REV DATE 10 REV DATE 30 [REDACTED] REVIEWED 6/55 TYPED DOC. 92
NO. PGS 3 CREATION DATE [REDACTED] ORG COMP 11 OPL 11 ORG CLASS S
REV CLASS [REDACTED] REV COORD. AUTH: HR 70-3

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6. Project 52-37, Collection and Source Exploitation Manual. With only minor consultations, principal effort is currently shifted from exploration to writing. Conference is, however, scheduled with [REDACTED] of OSI. Contact with him was established by the D/TR. 25X1A
7. Project 52-56, Survey of O/TR(G) Requirements for Audio-Visual Aids. The Chief, Intelligence Training Division and the Chief, Management Training Division are the only ones who have a positive requirement for training films or film strips. These will be discussed informally with the Chief, TAB, prior to the preparation of recommendations to the DD/TR(G).
8. Project 52-58, O/TR Regulation 70. Revised statements of mission and functions of the D/TR and his staff and division chiefs of TR(G) approved. In process of preparing statements in proper form for promulgation.
9. Project 52-59, Training for Provisionally-Cleared Personnel. Staff study on training for provisionally-cleared personnel (from Offices other than those of the DD/P) coordinated with [REDACTED]. Now in process of being revised in line with conclusions reached at the meeting held on 5 Nov 52.
10. Project 52-60, Revision of OCD Manual. Reactions have been obtained from all appropriate officers except the Chief, TAB. Other pressing obligations have caused him to postpone projected conference. 25X1A
11. [REDACTED]
12. Project 52-62, Review of ORR Training Notice. Coordinated with Chief, Programs Division on the substance of the O/TR position vis-a-vis the ORR training program.
13. Project 52-63, Proposed Message From the DCI. Drafting a revised version of the proposed message of the DCI prepared by S. J. Grogan for use as a training film in the Basic Intelligence Course.
14. Project 52-64, Promotion Policy for O/TR(G). Completed draft policy statement on the promotion of O/TR(G) personnel which was acted upon favorably by the Career Service Board at its November meeting.

for [REDACTED] 25X1A9a

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